



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

CDC PRESCHOOL HEAD TEACHER

DEPARTMENT/SITE: CHILD DEVELOPMENT
CENTER

REPORTS TO: CDC PRESCHOOL SUPERVISOR

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)
LEVEL: Range 38
WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Education effective: 10/10/2024

JOB GOAL/PURPOSE:

Under the supervision and direction of the CDC Preschool Supervisor, create a preschool environment favorable to promoting social, emotional, physical, and cognitive development using developmentally appropriate practices. The incumbents in this classification assist the CDC Preschool Supervisor as needed in daily Child Development Center (CDC) operations, coordinate the scheduling and day-to-day activities of staff and children; plan, oversee and participate in the care, instruction, and supervision of children ages 18 months to 5 years; and provide the school community with services to the CDC program which directly support student learning.

DISTINGUISHING CHARACTERISTICS:

The CDC Preschool Supervisor supervises the preschool program consisting of multiple sites and a large staff.

The CDC Preschool Head Teacher serves as a lead, oversees and participates in the activities and lesson implementation for children ages 18 months to 5 years utilizing proper early childhood education practices and techniques and may be responsible for the day-to-day operation of one site.

The CDC Preschool Teacher plans and participates in the care and instruction of children ages 18 months to 5 years.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Collaborate with the CDC Administrative Assistant and Preschool Supervisor to maintain proper records in compliance with established policies.
- Licensing designee for assigned site. Maintain licensing standards and stay current on all licensing requirements and practices.
- Assist families in navigating the childcare database system.
- Lead and oversee the duties of Preschool Teachers; participate in interviews, provide feedback for staff evaluation purposes.
- Revise as necessary the educational program dependent on the needs of the individual child, recognizing interests, special needs, special talents, and the style and pace of learning.
- Implement lesson plans and lead activities that foster social, emotional, cognitive, and academic growth,

document behaviors and progress of children; may perform diapering and potty training.

- Facilitate learning centers, play games, assign activities, and read stories to children.
- Act as a liaison between parents and CDC program, the program site, Community Care Licensing, and the schools.
- Greet children and their parents/guardians.
- Report deficiencies in condition of building, grounds, and equipment.
- Promote safe practices throughout the CDC; assure that sign-in/sign-out procedures are followed for student protection; monitor student activities to provide a safe and optimal learning environment.
- Maintain CDC room so that it is child-friendly with attractive bulletin boards, student artwork, etc.; reinforce classroom goals for use in the home environment.
- Prepare teaching materials and reports, monitor classroom inventory, and order food and classroom supplies.
- Complete incident reports, accident reports, daily cards, and written updates for parents/guardians.
- Perform cleaning and disinfecting of toys, tables, chairs, desks and other classroom furniture and equipment; set up cots.
- Administer physician prescribed medications when necessary.
- Prepare and serve nutritious snacks.
- Assist with development of parent/guardian communications.
- Participate in professional learning.
- Perform other functions, duties, and tasks related to this class as assigned.

JOB QUALIFICATIONS/REQUIREMENTS:

(At time of application.)

Knowledge of:

- Appropriate curriculum as well as current developments in the fields of child development
- Early childhood education principles and practices; thorough knowledge and understanding of child development including the needs of preschool children; knowledge of approved and effective techniques of child supervision
- Health and safety practices (CPR, First Aid, etc.)
- Principles of training and supervision
- CDC and District policies, illness policies and procedures, mandated reporting requirements, licensing regulations

Skills:

- Effectively communicates (both written and oral formats)
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Strong interpersonal skills, including use of tact, empathy, patience, and courtesy
- Basic computer skills

Ability to:

- Relate well to students, parents, other teachers, and school administrators; show mature judgment
- Provide an educational program for students; assist where required in other school programs
- Maintain classroom control; preserve suitable learning conditions; evaluate student progress
- Demonstrate sensitivity to the needs of children and parents of different ethnic, cultural, educational, and economic backgrounds; treat each child with dignity and respect
- Work with students with special needs
- Use audiovisual equipment, computers, tablets, copiers, printers, laminators, label maker, cleaning supplies and appliances
- Use computer software such as word processing and student databases

- Recognize and effectively respond to the various physical, intellectual, and emotional needs of preschool children
- Effectively supervise preschool children in various activities
- Serve as an effective role model
- Maintain composure under emergency situations and administer first aid for minor injuries and/or accidents
- Recognize child abuse and neglect and report all findings based on mandated reporting requirements

EDUCATION REQUIRED:

High school diploma or equivalent; completion, with passing grades, of 24 semester or equivalent quarter units, as specified below, at an accredited or approved college or university:

1. Three (3) of the 15 units required above shall be in administration or staff relations.
2. Twelve (12) of the 15 units required above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.

Sixteen (16) hours of health and safety training pursuant to Health and Safety Code Section 1596.866.

EXPERIENCE REQUIRED:

At least four (4) years of teaching experience in a licensed childcare center or comparable group childcare program.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Classroom, CDC Office, playground and/or other outdoor environments
- Lift and/or carry items and/or children up to 40 lbs.
- Hearing and speaking to exchange information
- Seeing to monitor students and supervise in large outdoor area
- Bending at the waist, kneeling or crouching to assist students and to retrieve & store materials
- Sitting, walking and standing for extended periods of time
- Dexterity of fingers for assisting children
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions